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28 March 1947

MEMORANDUM FOR: SECRETARY TO THE DIRECTOR
SECRETARY TO THE DEPUTY DIRECTOR
- ASSISTANT EXECUTIVE DIRECTOR
ASSISTANT DIRECTOR FOR COLLECTION AND DISSEMINATION
CHIEF, INTERDEPARTMENTAL COORDINATING AND PLANNING STAFF
CHIEF, LEGISLATIVE LIAISON DIVISION, P & A

SUBJECT: Escorting of Visitors to Offices

1. The receptionist for visitors to CIG Offices located in the New War Department Building has been directed, when calling to announce the arrival of visitors, to request that the Office to be visited send an escort to the Reception Desk.

2. This practice will be followed until the Security Division has sufficient personnel on its staff to furnish escorts.

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Colonel, AGO
Executive for Personnel and Administration